

Fort Lauderdale Yacht & Beach Club
Condominium Association, Inc.
341 N Birch Rd
Fort Lauderdale, FL 33304

J. Leopold, President
B. Hahne, Vice-President
M. Nesbitt, Secretary
K. Donahue, Treasurer
R. Dobreff, Director

MEETING MINUTES

Tuesday, February 4, 2025 @ 5:30 pm, local time in the meeting room

1. Meeting was called to order by President John Leopold at 5:37 pm, local time
2. Quorum:
 - a. In-person: President, Vice-President, Secretary, Treasurer
 - b. Via phone: Director
3. Approval of meeting minutes from 30 DEC 2024 was tabled pending publishing of meeting minutes.
4. MANAGEMENT REPORT
 - a. Manager's On-Site Schedule: BOD stated they want the manager on-site, during daytime hours on a regular, consistent basis for one (1) hour each week.
 - b. Owners' Insurance information – Manager stated that a few, but nowhere near half, of the Members had submitted. This request should go out with next communication to Members.
 - c. Storage Unit Status – Manager had sent the information to the board, was awaiting approval. BOD stated to: (i) proceed with new contracts; (ii) proceed to send information to Enumerate for billing; (iii) proceed with new person(s) and waiting list.
 - d. Electrical panel replacements – Attached Separately
 - e. Cameras, Monitors to move into office – (D) stated that the system should be up and running prior to moving it. Manager needs to speak with Mike K to get information on the camera system. Was previously tied to the internet for #212, but since the Assn changed to FastStream, there may need to be a change that way.
 - f. Trash Contract – Manager has been assigned a new representative at Waste Management. Manager will get a copy of the current contract and will provide a new contract to the BOD for review. Target date: 01 MAR 2025.
 - g. Fire Department Report / Action – BOD has to order a KNOX LOCK BOX and install it adjacent the front gate so that the FLL FD can access the property in emergencies. Manager to order KNOX LOCK BOX. FD signage has been ordered by Maintenance Vendor.
 - h. Elevator phone / Comcast Cancellation – Manager stated that Comcast *should not* be canceled until Kings III has completed installation of the phone line and the cellular back-up that is now statutorily mandatory. Manager to send through KINGS III Contract.

- i. Towing Contract – Manager has tried five times to contact EMS Towing including four (4) phone calls and one (1) email. No results / changes. Manager recommended changing to TOWMAXX, but (VP) stated he will attempt to reach EMS Towing to get the new contract before making a change.

5. COMMITTEE REPORTS

- a. President's Report – Covered the electrical
- b. Treasurer and Finance – Had a meeting with Enumerate that went *very well*. They weren't sure about the breakdown in the system or what happened, however, Manager stated that there were issues including, but not necessarily limited to: (i) Manager would email in the invoices to the email suggested and copy them to A. Banks @ Enumerate. The invoices would not appear in manager's approval queue. (*This was corroborated as Treasurer stated that many emails had gone to the 'general' inbox at Enumerate as stated by Alisha at Enumerate during their meeting.*); (ii) Without approvals, nothing was happening; (iii) Enumerate gave Manager and Former Treasurer the schedule of when to have things submitted. Manager kept to that timeframe and expected to see approvals the following week. They never came; (iv) Once the invoices were approved they were outsourced to a *payment vendor*. If you didn't pick up the call or return their call, vendors were not getting paid. If you requested a check, it was an additional weeklong delay on top of the approval process timeline. If you wanted to get paid via ACH, there was a fee according to the Manager, who went through this very process. Treasurer stated ACH Fees apply only to payments over \$5,000.00; (v) Manager pointed out that prior to switching the check production to Management from Enumerate, no paper invoices were collected in the office. With the current system, each check has the proper invoice attached. Moreover, each invoice sent to Enumerate now has the check number placed right on the invoice along with the Budget Class Code. For the time-being, there are no changes to the system. Management will continue to produce checks and deliver them to the office on a weekly basis.
- c. Acceptance of Review Reports – No action
- d. BOD Member Required Course Certification – Prior to 01 JUL 2024, directors could sign a document stating they had read and understood their role and responsibilities. Effective 01 JUL 2024, however, condominium board members are to attend a 4-hour State of Florida DBPR Course for Board Members. Treasurer stated management should forward the information. Manager clarified that the course must be completed by 30 JUN 2024 he believed, but would double-check and email a link to everyone.

6. OLD BUSINESS

- a. Pool clock replacement – Board Member to purchase and submit receipt to Manager for reimbursement.
- b. Pool Pump Room Lock – Maintenance to order and install. Vice-President to notify manager what kind he wants on the room.

7. NEW BUSINESS

- a. 102 Owner's Request for Plumbing Work / 103 – Manager to reach out to the Owner and inquire further. This should be handled on an Architectural Modification Request Form.
- b. Website development update – Treasurer wants everything on the website (meeting minutes, inspections, et. al.); Manager advised that everything in management's possession was there, but on URLs that were NOT LINKED to the website for security reasons. Manager was instructed to provide URL's to all members in the next communication to Members.

8. NEXT MEETING:

- a. Tuesday, March 11, 2025 at 5:30 pm in-person in the conference room. Zoom as well, if available.

9. ADJOURNMENT

- a. Meeting was adjourned by a voice vote at 7:14 pm, local time.

APPROVED: _____
MaryRose Nesbitt, Secretary

Date

ELECTRIC PANEL UNIT UPDATE STATUSES:

101	201		
102	202		
103	203		
	204		
	205		
	206 —	306	
	207 (10 FEB)	307	
	208 (10 FEB)	308	
	209 —	309	
	211	311	411
	212 (5 FEB)	312	412
	214	314	414
	215	315	415
	216	316	416
117	217	317	
118	218	318	

Green are completed, or completed to be scheduled soon.

Red need to be contacted by Management.

Black/white means status is unclear / wasn't heard, recorded.

— After a unit # means that the panel was previously updated.

MANAGER'S CHECKLIST

- ☐ Weekly – 1 hour on-site.
- ☐ Roof Vendors – 3 quotes on flat roof.
- ☐ Gutters – 3 quotes for repairs to existing & 3 quotes for replacement throughout.
- ☐ Members Update:
 - (1) – Reminder about insurance Certificates;
 - (2) – Storage Units for rent (2 left);
 - (3) – Electrical Panel Replacements Reminders / Updates;
 - (4) – Manager's schedule / contact information;
- ☐ Storage Unit Contracts
- ☐ Storage Unit Billing to Enumerate
- ☐ Camera Repairs – 4BB, ASAP GP quotes for repair and for move
- ☐ Camera Repairs – Talk to Mike K, first.
- ☐ Trash Contract
- ☐ Order KNOX LOCK BOX (Talk to FLL Fire Marshal about install location: fence/wall)
- ☐ Maintenance to install KNOX LOCK BOX
- ☐ Key for KNOX LOCK BOX (*Do we have a key on-site??*)
- ☐ F/U with Ricky (*maintenance*) to see if the sign is installed.
- ☐ Email KINGS III Contract out.
 - Schedule of install?
- ☐ FPL Accounts – Manager needs acct numbers and billing info to get into online acct
- ☐ City of FLL Water – Manager needs acct number and billing info to get into invoices
- ☐ Elevator – No service contract on the elevator. Manager instructed to call Davie Elevator.
- ☐ BOD Certifications & Course Link from State of FL to BOD via email & DocuSign
- ☐ Manager to review the specifications of the proposals on the Electrical Switches, write a standard Scope of Work and send to Director for review before forwarding to contacts at the bidding vendors.

Mike K. – (1) Cameras; (2) FPL; (3) City of FLL

SPECIAL ASSESSMENT NOTES

Items to be included in SPA:

- (1) Milestone / Reserves Requirement*
- (2) New Electrical Switches
 - a. Fischer Electric
 - b. LiveWire
 - c. PowerServe Electric
- (3) Painting of stairwells and landings**
- (4) Flat Roof Install (New)
- (5) Gutters – repair / replace

*Item that may be able to be deferred.

**Item that may be paid out of operating funds.